4700 Series

Installation Manual

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Where applicable, cautions and warnings are used throughout this manual to draw your attention to safety precautions to be taken.

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Contents

Chapter 1

Introduction

Read me first 6
- Scanner assembly 6
- SCSI interface 6
- Scanning software 6

Scanner features 7

Manual overview 8

Chapter 2

Assembly and Installation

Meet your 4700 Series scanner 10
- Delivery checklist 10

Assembling the 4700 Series scanner 11
- Mounting the scanner base and legs 11
- Mounting the scanner body 12
- Affixing the collection basket 13

Installing the 4700 Series scanners 14
- Power supply 14
- Operating recommendations 14
- Switching the scanner on 15

Chapter 3

Operation and Upkeep

Scanning set up 18
- Using the control panel and inserting a document 18
- Document insertion slot and ruler 21

Precautions for use 22

Maintenance 24
- Cleaning the scanning area 24
- Changing the main power fuse 25
- Changing the power voltage 26
- Adjusting the height of the cameras 27
- Camera out-of-light error 29

Appendix A

Technical References
4700 Series scanner specifications 32
4700 Series scanner connectivity kits 33

Appendix B

Miscellaneous
Notation conventions 36
Reader’s comment sheet 37
Your Océ contacts 39

Chapter 1
Introduction

This Installation Manual describes how to assemble and connect your scanner to a power supply and gives instructions on how to operate and maintain your scanner. Three models are available in the Océ 4700 range:

4715	*400 dpi*
4730	*800 dpi*
4740	*1200 dpi*

The 4700 Series scanner works with MS-DOS compatible computers and Unix workstations.

Read me first

Before you can begin scanning documents, you have to:

- assemble the scanner and connect it to the power supply
- install the SCSI board, if applicable, and connect the scanner to your computer
- install the Power Scan software

This information is contained in either the Océ 4700 Series Scanner Installation Manual or the Océ Power Scan User's Manual.

Scanner assembly

All the instructions are described in this installation manual.

SCSI interface

The scanner is connected to your computer via a standard SCSI interface. If you are using an MS-DOS compatible computer, you may need to install a SCSI board on your computer.

Power Scan User's Manual contains all the information on installing and configuring SCSI boards and connecting the scanner to your computer.

Scanning software

The Océ 4700 Series scanners are used in conjunction with the Océ Power Scan scanning software. This software is the interface between the scanner and your computer from which the scanner functions are controlled.

Power Scan User's Manual contains complete information on how to install and use the scanning software.

Scanner features

Scanner features are available via the Power Scan scanning software.

- Scanning, Conversion, Rotation, Cropping, Alignment, View, Zoom and Print/Plot of large format drawings to, between and from numerous standard file formats.
- User-selectable Image Processing and Enhancement functions such as:
  - Dynamic and Thin line single pixel enhancement
  - Histogram analysis
  - On-line threshold variation.
- Automatic 2D - Adaptive thresholding providing compensation for varying background, enabling crisp scans from poor quality documents.
- Automatic detection of the size and width of drawings inserted in the scanner.
- Wide range of standard output image file formats compatible with Raster-Editor, Digitizing, Overlay, Archiving and Raster-to-Vector programs that can be used to Edit, Store, Convert or Print/Plot scanned drawings in your CAD, DTP and FAX applications.

Manual overview

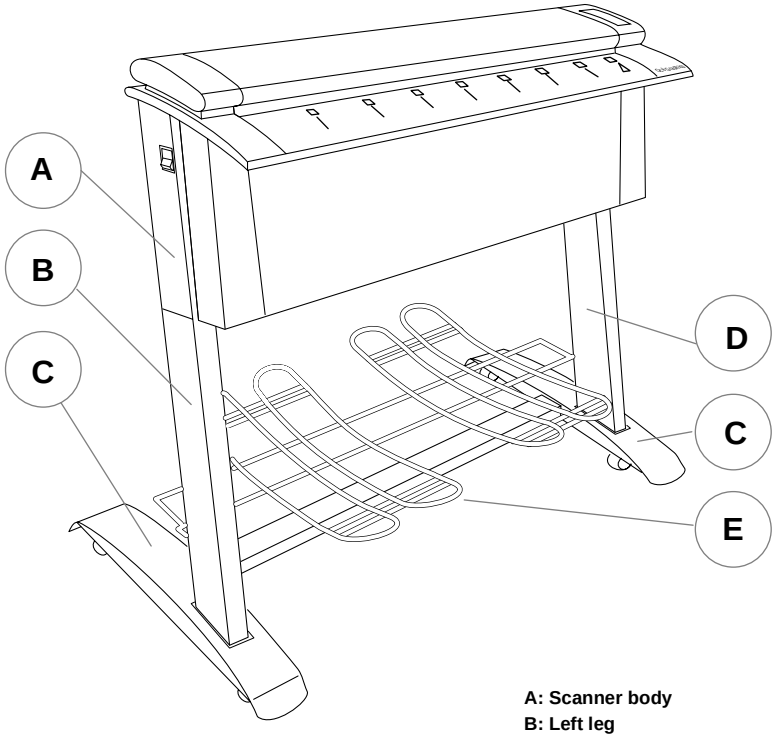
This Installation manual is divided into the following chapters:

1. **Introduction** provides an overview of the 4700 Series installation procedure and outlines the features available.
2. **Assembly and Installation** describes the components of your scanner and gives the necessary instructions on how to assemble your scanner and connect it to the power supply.
3. **Operation** explains how to use the scanner control panel, how to insert your drawing and how to use the operating modes. It also gives instructions for cleaning and maintaining the scanner.
   The appendices contain a list of related Océ manuals and the Océ office addresses worldwide.

Chapter 2
Assembly and Installation

This chapter describes how to assemble, install and connect the Océ 4700 Series scanner.

Meet your 4700 Series scanner



[1] Components

A: Scanner body
B: Left leg
C: Scanner base
D: Right leg
E: Collection basket

Delivery checklist

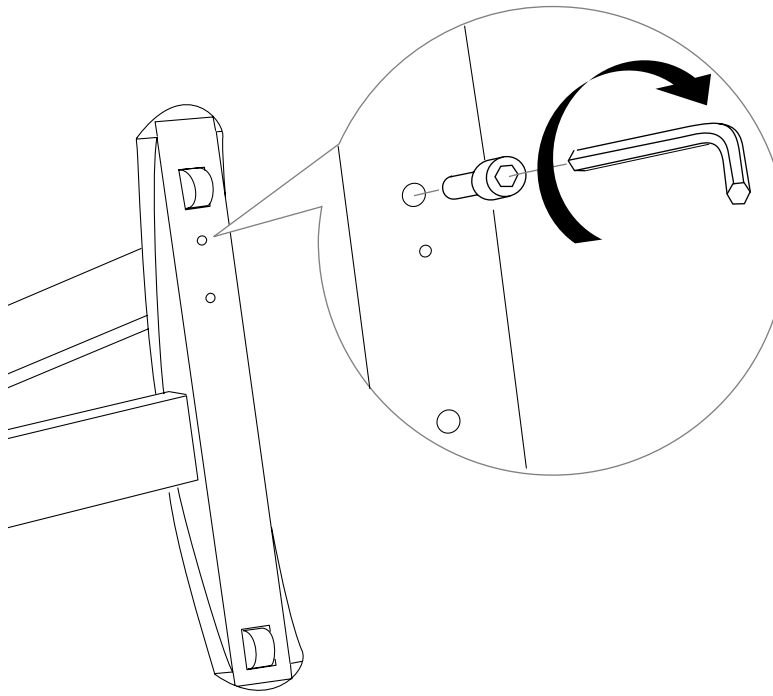
The 4700 Series scanner box contains the following components:

- 1 Scanner base
- 2 Legs: left, right
- 1 Scanner body
- 1 Collection basket
- 1 Power cable
- 1 Tool bag: 4 short screws, 4 long screws, 1 Allen wrench
- 1 Height alignment chart
- 1 Installation manual

Assembling the 4700 Series scanner

Mounting the scanner base and legs

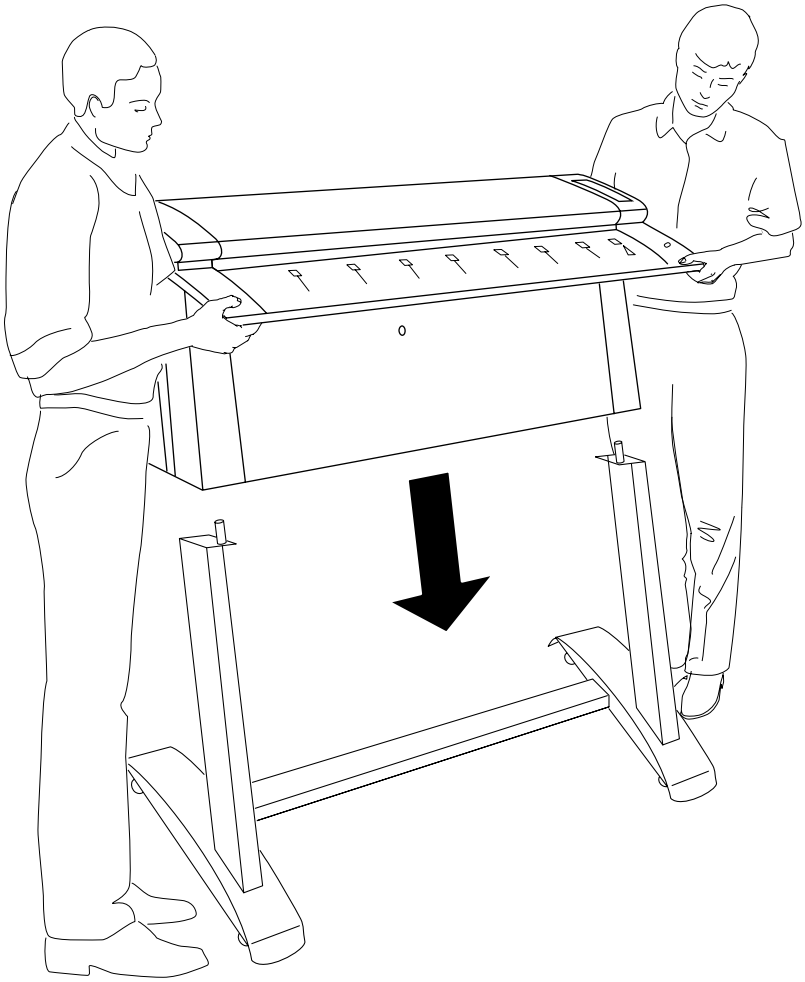
1. Lay the scanner base on its side and attach the right leg to the right hand side of the base using 2 of the short screws and the Allen wrench provided, as shown in *Figure 2*. The right leg has an extra bolt at the bottom to differentiate it from the left leg. The black plastic hole on each leg should face the back.
2. Now attach the left leg using the remaining 2 short screws.
3. Stand the scanner base upright with the black plastic holes in the legs towards the back.



[2] Attaching the leg to the base

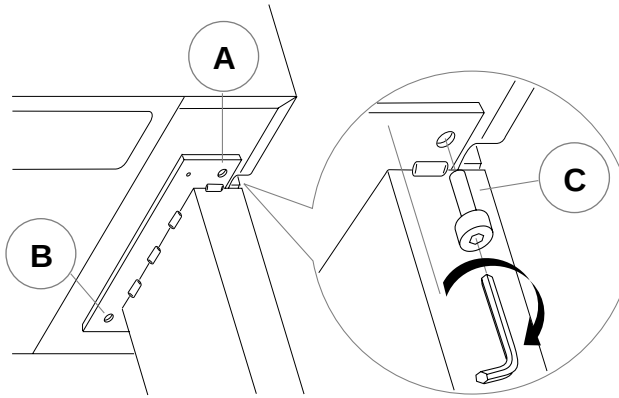
Mounting the scanner body

1 Two people are needed to move the scanner body. Carefully place the scanner body on top of the two legs with the insertion slot facing forward. Ensure that the bolts on the top of each leg fit into the holes in the bottom of the scanner body. *See Figure 3 below.*



[3] Mounting the scanner body

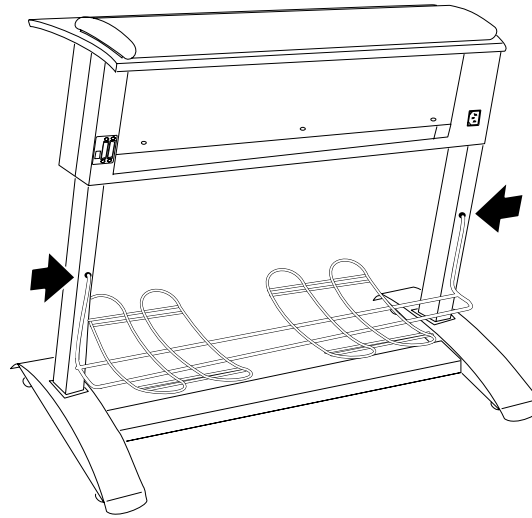
2 Now attach the scanner body to the legs using the 4 long screws (**C**) in the holes (**A** and **B**) on each side.



[4] Attaching the scanner body

Affixing the collection basket

To affix the basket onto the scanner, fit each end into the black plastic hole in each leg as shown below.



[5] Affixing collection basket

Installing the 4700 Series scanners

Power supply

The **4700 Series scanner** is earthed via a 3-wire power cable to a 2-pole and earth power outlet with a maximum 16 amp protection.

Your electrical installation must comply to IEC 364 standards and with the of national standards of your country.

The scanner voltage is 100/120/220/240V, 60/50Hz, 80 VA.

The power supply is protected with one fuse for all voltages, type T2.5 AH (5 x 20 mm).

‘.’ on page 14 .

Operating recommendations

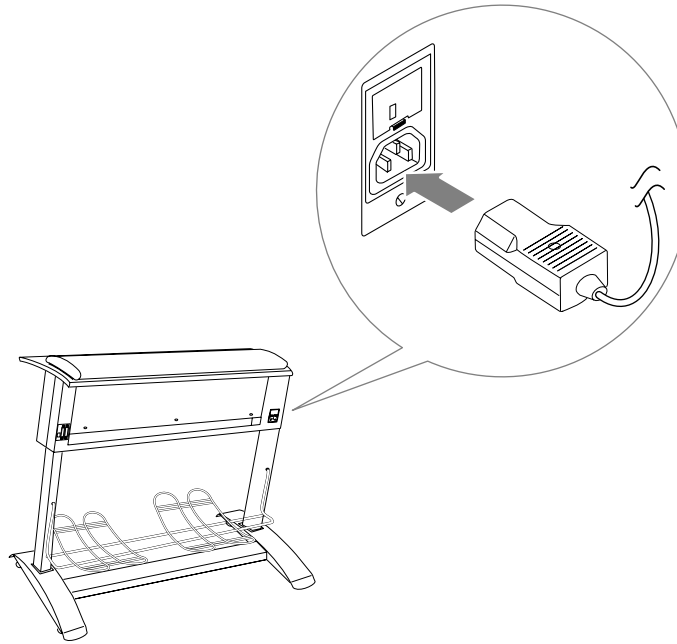
- In order to obtain the best results, use your scanner in an environment with a temperature ranging from 59°F to 89°F (15°C to 32°C) and a relative humidity lower than 80%.
- If these conditions cannot be met, the installation of an air conditioning system is recommended.
- You should position the scanner a couple of centimeters away from the wall so that the scanned originals can fall down freely and be easily recuperated in the basket.
- Ensure that enough air surrounds the scanner in order to avoid overheating.

Switching the scanner on

Locate the power assembly at the back of your scanner:

1. Plug the power cable delivered with the scanner into the power socket.
2. Now plug in the other end of the cable into the mains.
3. Press the ON/OFF switch to ON.

The warm-up indicator on the scanner control panel now lights up and remains lit while the scanner carries out various internal diagnostic tests. When fully powered on, the Power-on indicator is on continuously.



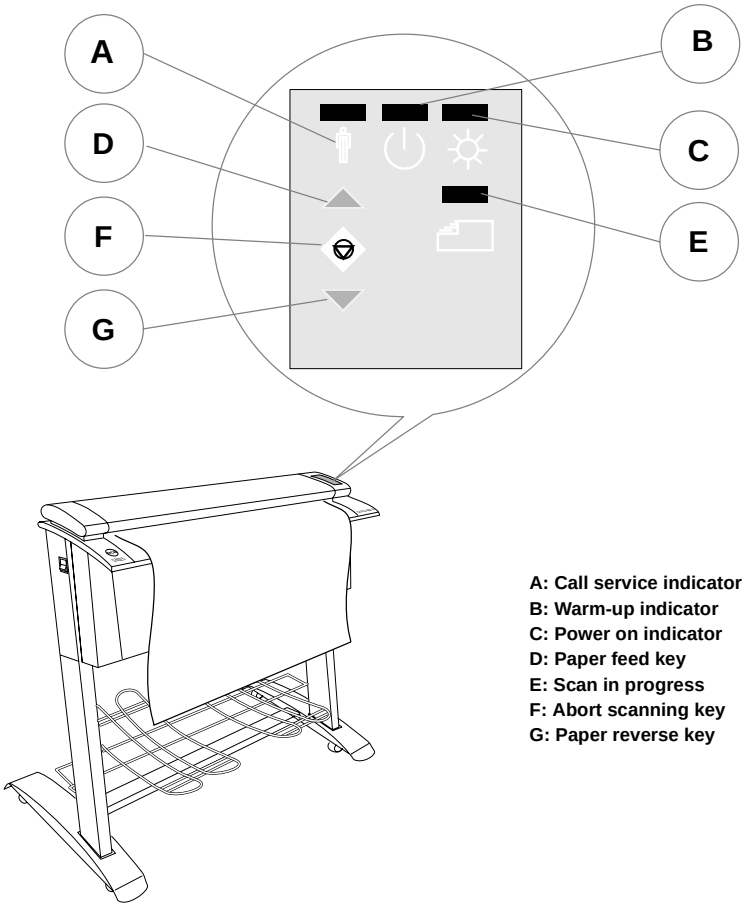
[6] Power supply

Chapter 3
Operation and Upkeep

This chapter describes how to operate the 4700 Series scanner. Before you can actually begin scanning, you must install the Power Scan scanning software and the SCSI board, if applicable. Refer to the accompanying manual, Power Scan User's Manual for further details.

Scanning set up

Using the control panel and inserting a document



A: Call service indicator
B: Warm-up indicator
C: Power on indicator
D: Paper feed key
E: Scan in progress
F: Abort scanning key
G: Paper reverse key

[7] Control panel

Power On Indicator (Orange LED)
This indicator lights up when the scanner is turned on.

Warm-Up Indicator (Red LED)
When the scanner is powered up, the Warm-Up indicator lights up for 1 minute during which internal diagnostic checks are carried out. The scanner cannot be activated during this phase.

Paper Feed Key and Scan-in-Progress indicator
You can now place your document face down along the edge of the document insertion slot.

The document insertion slot is marked with a ruler from 0 to 8.5. The divisions correspond to the Scan width setup in the Power Scan software. See figure 3.2 and refer to the table on page 3-5.

Press the **Paper Feed** key: the document moves up to the start position. The **Scan-in-Progress (Green LED)** indicator is now lit continuously, i.e. the scanner is ready to receive instructions.

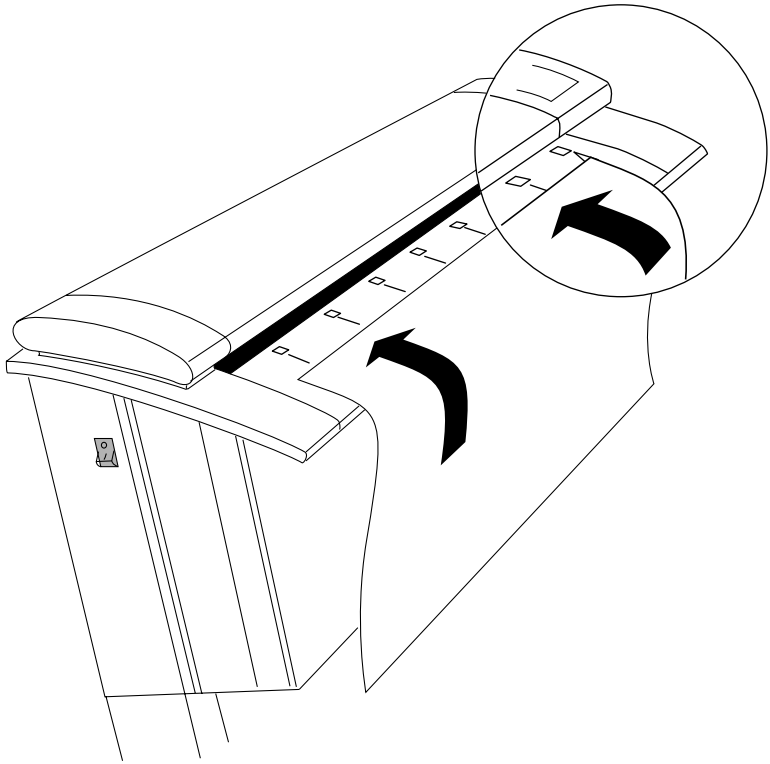
During scanning, the Scan-in-Progress indicator blinks on and off.

When scanning has finished, the Scan-in-Progress indicator is continuously lit again. Press the Paper Feed key to eject the document.

Pressing the Paper Feed key during scanning automatically stops scanning and forwards the document through the scanner for as long as you press key.

Note: *If you remove the document from the scanner manually, the Scan-in-Progress Indicator stays on. Simply press the Paper Feed key to reset it.*

Paper Reverse key
When this key is pressed, scanning stops and the document is reversed back through the scanner for as long as you press the key.



[8] Inserting a document

Abort Scanning key

You can cancel the scanning in process either from your computer software or by pressing the Abort Scanning key. Note that once a scan has been canceled, it has to be resumed from the beginning.

Call Service Indicator

This indicator flashes if the scanner detects a fatal error. Call your local Océ service office to deal with the problem.

If the **Call Service** and the **Warm-up** indicators flash at the same time, the amount of light captured by the scanner cameras is too low. The camera height and range need to be adjusted. Refer to *'Camera out-of-light error' on page 29* for instructions.

Document insertion slot and ruler

The document insertion slot shown on the previous page is marked with a measurement ruler from 0 to 8.5. The divisions correspond to the Scan Width settings in the Power Scan software.

The following table shows common ISO and ANSI document widths and their required Scan width settings. Note that the minimum media size the scanner can handle is 6.0" (152 mm).

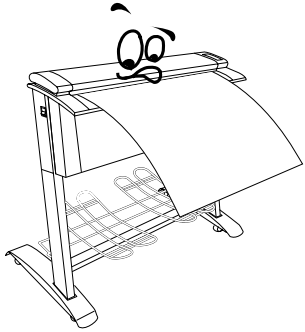
Scan-Width		Document width	
1.4	Minimum scan width (A5)	6.0"	152 mm
2.	A-Size (letter) and approx. A4	8.5"	216 mm
2.6	B-Size (11")	11.0"	280 mm
2.8	A3 (297 mm)	11.9"	302 mm
3.	Approx. A3 and approx. B-Size	12.7"	323 mm
3.9	A2 (420 mm)	16.5"	420 mm
4.	C-Size and approx. A2	17.0"	430 mm
5.2	D-Size (22")	22.0"	560 mm
5.5	A1 (595 mm)	23.3"	592 mm
6.	Approx. A1 and approx. D-Size	25.4"	646 mm
7.8	A0 (841 mm)	33.1"	840 mm
8.	E-Size and approx. A0	34.0"	862 mm
8.5	Max. scan width	36.0"	914 mm
	Max. media size handled	40.0"	1016 mm

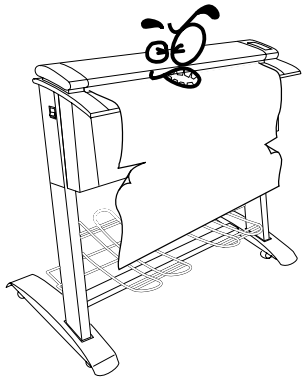
The required setting for an original drawing can be measured on the printed ruler when the document is placed in the insertion slot.

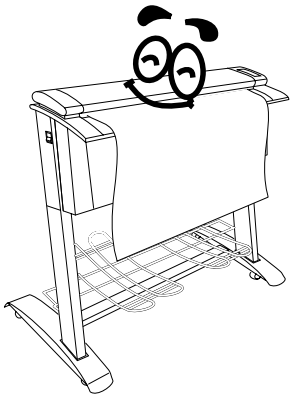
Precautions for use

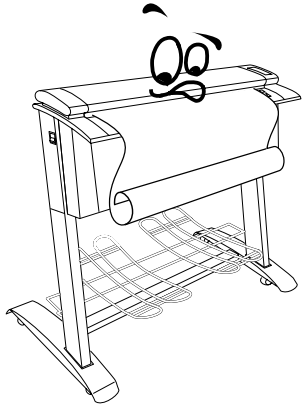
The quality of the scanning operations depends widely on the quality of the original document you feed the scanner with.

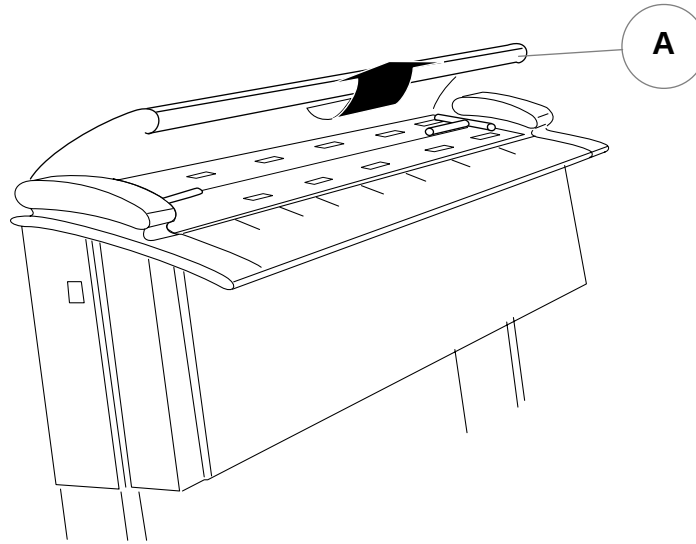
- To avoid paper jams, do not feed the scanner with very thin or thick documents. If necessary, duplicate your original document to provide your scanner with the appropriate type of media.
- Do not scan a document that is crumpled or has torn edges.
- Flat original documents offer the best operation. If your drawing has been rolled, do not use it immediately. Keep it flat for several hours prior to scanning.



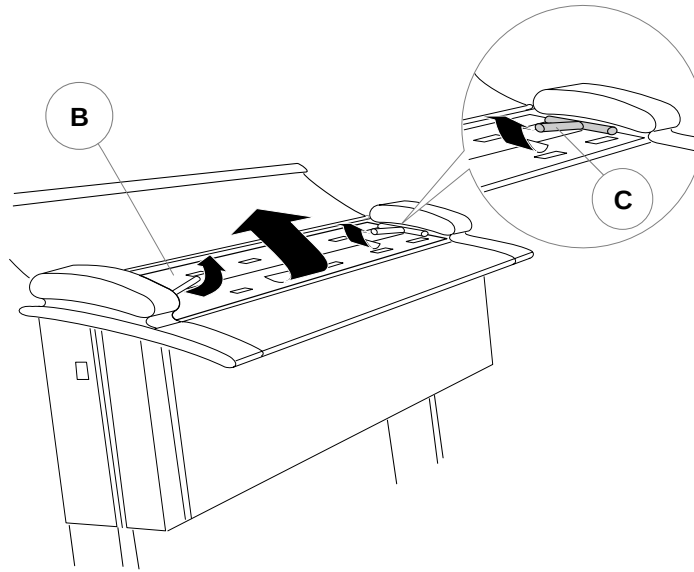








[9] Opening the Scanner



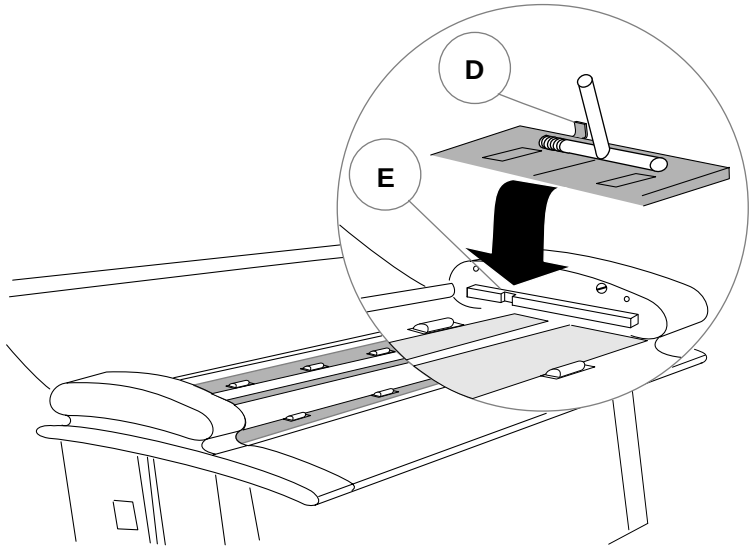
[10] Removing the Guide Plate

Maintenance

Cleaning the scanning area

Clean the scanning area from time to time to remove any residual paper dust.

1. Switch the power Off and disconnect the power cord. Gently open the top cover (**A**) as shown in figure 9 on page 23.
2. Holding the handles (**C**) at each end of the guide plate (**B**) as shown in figure 10, lift the guide plate up and away from the scanner. Place the guide plate on the top cover.
3. Carefully wipe clean the glass plate and the white area on the guide plate with a cleaning solution suitable for computer peripherals.
4. Put the guide plate back in its operating position as shown in figure 11. Hold the handles (**C**) up and position the vertical tabs (**D**) over the notches (**E**). Lower the guide plate into position.

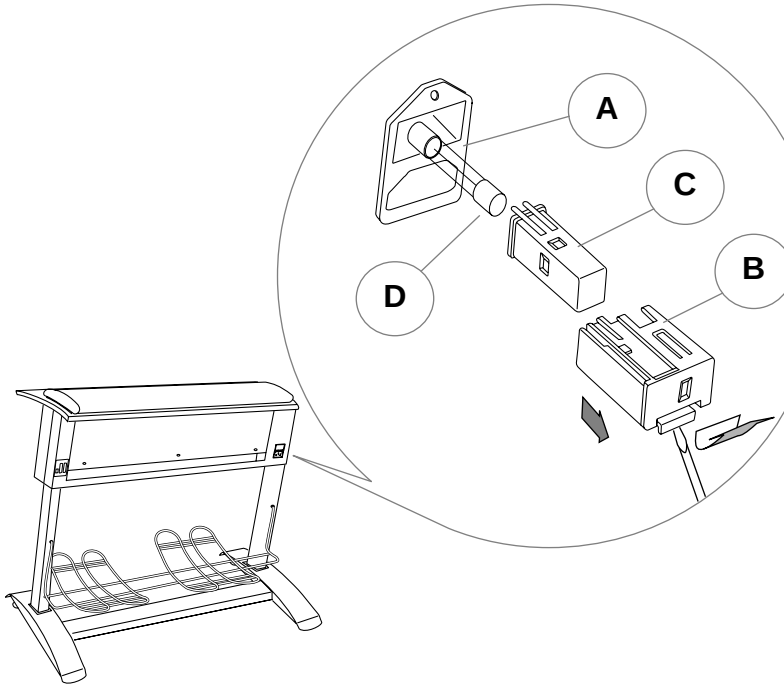


[11] Replacing the Guide Plate

Changing the main power fuse

If you need to change the fuse:

1. Turn the scanner off and disconnect the power cable. Locate the power assembly (**A**) at the back of the scanner.
2. Open the voltage box (**B**) by lifting the plastic tab with the tip of a screwdriver.
3. Remove the fuse block (**C**).
4. Change the blown fuse (**D**), type T 2.5 AH fuse for all voltages (5 x 20 mm).
5. Place the fuse block back in its original position and replace the voltage box (The voltage displayed must correspond to your mains).
6. Reconnect the power cord to the scanner and switch the scanner on.
7. If the fuse blows again, call your local Océ service office.

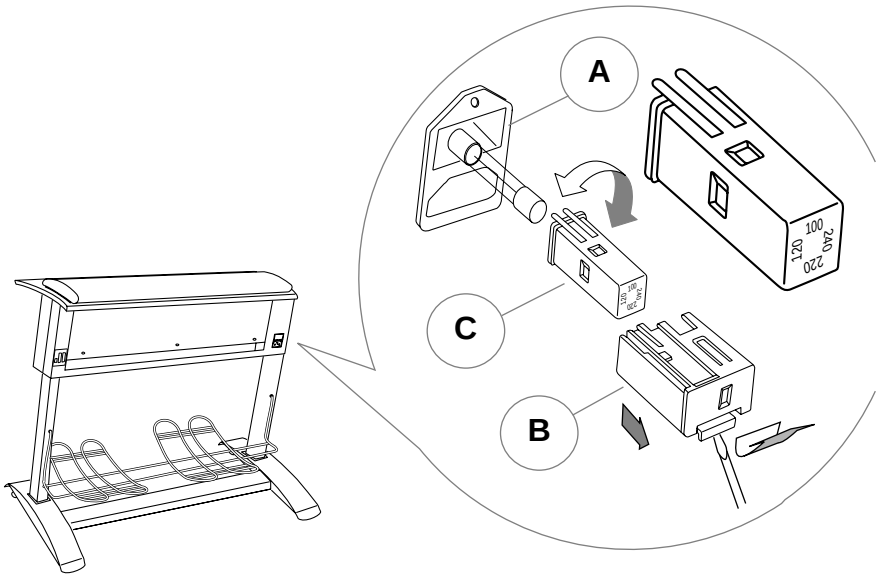


[12] Changing the Fuse

Changing the power voltage

Your scanner power voltage has been preset to meet the 220 V requirements. To change it to fit other national standards, proceed as follows:

1. Turn the scanner off and disconnect the power cable. Locate the power assembly (**A**) at the back of the scanner.
2. Open the voltage box (**B**) by lifting the plastic tab with the tip of a screwdriver.
3. Remove the fuse block (**C**).
4. Rotate the fuse block 90°, 180° or 270° so that the appropriate voltage appears in the voltage aperture.
5. Put the voltage box back into its orinal position, reconnect the power cord and turn the scanner on.

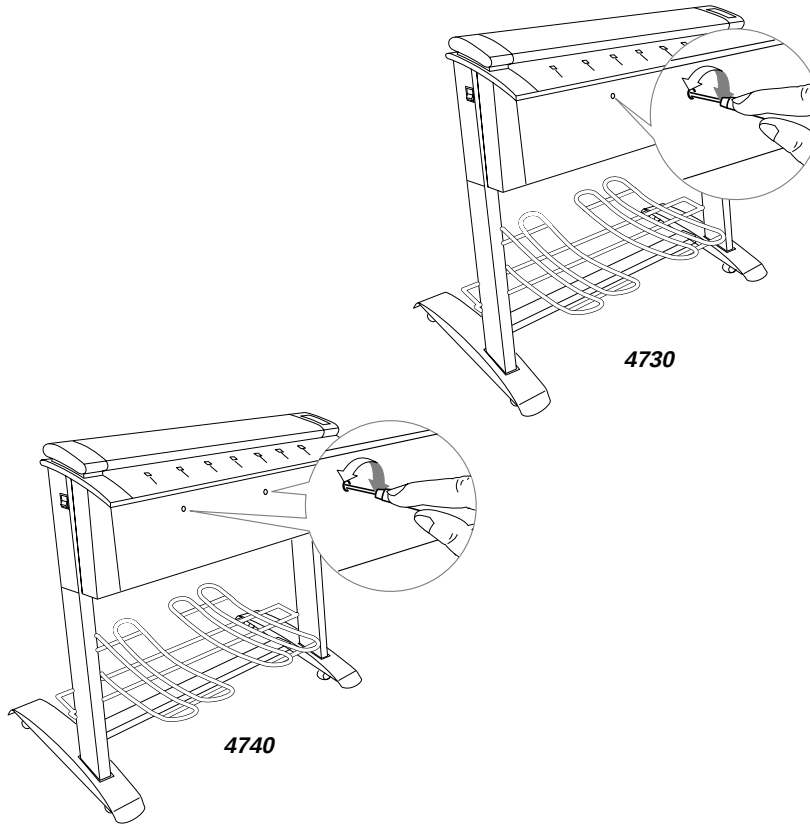


[13] Changing the Power Voltage

Adjusting the height of the cameras

Adjust the height of the cameras using the **Power Scan** software program and the **Height Alignment Chart** delivered with the scanner.

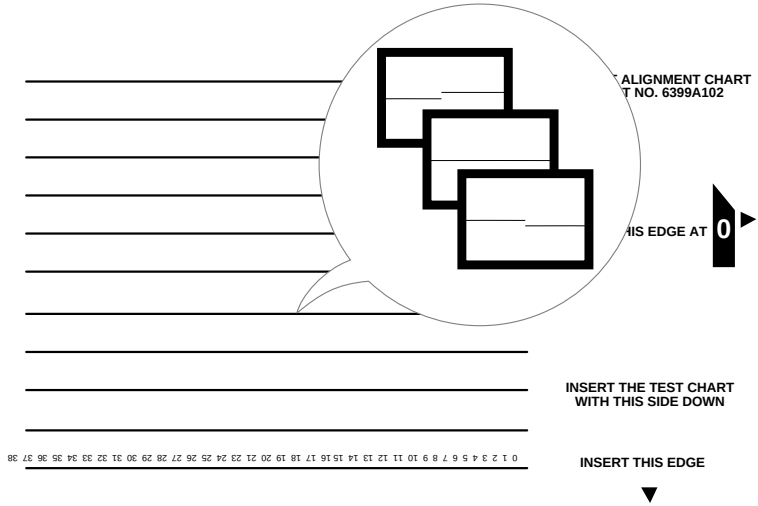
Note: *This camera height adjustment does not apply to the 4715 scanner since it is equipped with a single camera.*
Only verify the camera height adjustment on repeated down-scans in order to omit angle errors.



[14] Adjusting Camera Alignment

4730 model

1. Insert the Height Alignment Chart into the scanner and press **Paper Feed**.
2. In Power Scan, select a Scan Width of 8.5 and press **Forward** to prescan.
3. When the horizontal lines have been prescanned press **Halt**.
4. Set the **Detail** window from the center of the **Overview** window so that you can view the lines clearly.
   The **Detail** window should resemble one of the three as below.
5. Use a small screwdriver to turn the screw through the hole on the front of the scanner body (*see figure 14*) either clockwise or anti-clockwise until the horizontal line is a continuous line:
   Clockwise: Line on the right side of the screen moves down.
   Anti-clockwise: Line on the right side of the screen moves up.



[15] Checking Camera Alignment

4740 model

1. To adjust the left camera (seen from front of scanner), follow same procedure as for the 4730 model, but select a **Detail** window centered about one-third in from the left of the **Overview** window. Use the screwdriver through the left hole.
2. To adjust the right camera, follow the above procedure, but select a **Detail** window centered about one-third in from the right of the **Overview** window. Use the screwdriver through the right hole.

Camera out-of-light error

If the **Call Service** and **Warm-Up** indicators start blinking together on the scanner Control Panel, one of the cameras has moved out of range during adjustment or transport and then it does not receive enough light.

The Warm-up indicator shows by the number of flashes per second which camera is out of light:

Camera 1	1 flash per second
Camera 2	2 flashes per second
Camera 3	3 flashes per second

Before adjusting the camera height, carry out the following procedure:

1. Turn the height adjustment complete anti-clockwise.
2. Turn the height adjustment one quarter of a turn clockwise.
3. Turn the scanner power off and then on. If the error still occurs repeat steps 2 and 3.

After clearing the "Camera out of light error", proceed with the Camera height adjustment described previously.

Appendix A
Technical References

4700 Series scanner specifications

Sensors	**4715:**	Single CCD 8,000 pixels
	4730:	Dual CCD 16,000 pixels
	4740:	Triple CCD 24,000 pixels
Optics		Apochromatic lenses, compact folded path torsion stabilized for portability
Camera Equalizations		Automatically calibrated at each scan
Light Source		Stabilized fluorescent lamp
Resolution (dpi)	**4715:**	400, 300, 200, 150, 100, 75, 25
	4730:	800, 600, 500, 400, 300, 200, 150, 100, 75, 25
	4740:	1200, 1000, 800, 600, 500, 400, 300, 200, 150, 100, 75, 25
Accuracy:		0.15% (0.1% over scan width) at 64° F to 75° F (18° C to 24° C)
Media Width		5.98" to 40" (152 mm to 1016 mm)
Scan Width		36" (914 mm)
Scan Length		Unlimited by the scanner
Line Detectability	**4715:**	76 lpi (3.0 l/mm)
	4730:	114 lpi (4.5 l/mm)
	4740:	170 lpi (6.7 l/mm)
Gray Levels		256 levels recognized (8 bits per pixel)
Interface		SCSI, standard 50 pin connector
Dimensions		48.35" x 24.8" x 39.75" (1228 x 630 x 1010 mm)
Weight (with pedestal)		165.35 pounds (75 kg)
Power Supply		100-240 V, 60-50 Hz, 80 VA
Media Types		Plain paper, tracing paper
Operating Temperature		59° F to 89° F (15°C to 32°C)
and Humidity		up to 80%, non-condensing
Storage Temperature		14°F to 158°F (-10°C to 70°C)
and Humidity		up to 80%, non-condensing
Safety & Environmental		
Requirements		CE Mark
Sound Level		standby < 25 dBA, operating 45 dBA

4700 Series scanner connectivity kits

Each of the following Connectivity Kits corresponds to a specific workstation. All kits include the 4700 Series Power Scan Scanning Software User's Manual. Whenever you intend to connect your scanner to a new workstation type, contact our Océ representative. The following kits are available:

4700 Series and PC/AT computer (DOS/Windows 3.1, DOS/Windows 95, DOS/Windows-NT)

4700 Series and Sun workstation/Solaris 2

4700 Series and HP workstation

4700 Series and IBM RS/6000 workstation

4700 Series and Silicon Graphics workstation

Appendix B
Miscellaneous

Notation conventions

There are a number of notation conventions used in this manual. This consistent style enables you to quickly become conversant with the use of this manual and consequently the 4700 Series Scanners.

Description Each section or subsection contains a description of the feature or operation identified in the title. It might also include possible applications, as well as any guidelines that you should bear in mind.

Procedures A description is followed by a procedure. A procedure always begins with a phrase which briefly describes the procedure (for example, Loading paper:) followed by a series of numbered steps that take you, step by step, through all phases of performing the operation.

Figures and tables Figures and tables are titled and numbered sequentially throughout this manual. Figures include pictures of product components, examples, and diagrams of concepts discussed in the description.

Attention getters There are several types of information to which we draw your attention. This information is classified as follows:

Note: *In a 'Note', information is given about matters which ensure the proper functioning of the device, but useful advice concerning its operation may also be given.*

Attention: *The information that follows 'Attention' is given to prevent something (your original, the equipment, etc.) being damaged.*

Caution: *The information that follows 'Caution' is given to prevent you suffering personal injury.*

Reader’s comment sheet

Have you found this manual to be accurate?
- ❏ Yes
- ❏ No

Could you operate the product after reading this manual?
- ❏ Yes
- ❏ No

Does this manual provide enough background information?
- ❏ Yes
- ❏ No

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- ❏ Sometimes
- ❏ Not at all

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- ❏ Table of contents
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Océ-Nederland B.V.
For the attention of ITC user documentation.
P.O. Box 101,
5900 MA Venlo
The Netherlands

Your Océ contacts

AUSTRALIA
Océ Australia Ltd.
89 Tulip Road
Cheltenham VIC 3192
Tel: (61-3) 263 33 33
Fax: (61-3) 584 43 57

AUSTRIA
Océ-Osterreich GmbH
Carlbergergasse 38
A-1230 Wien
Tel: (43-1) 865 36 10
Fax: (43-1) 865 33 27

BELGIUM
Océ Belgium S.A./N.V.
Avenue Jules Bordet, 32
1140 Brussels
Tel: (32-2) 729 48 11
Fax: (32-2) 729 49 10

BRAZIL
Océ Brasil
Av. Candido Portinari, 1174
05114 Sao Paulo SP
Tel: (55-11) 261 64 66
Fax: (55-11) 832 25 88

CZECHOSLOVAKIA
Océ Ceska republika s.r.o.
K Rysance 16
147 54 Praha 4
Tel: (42-2) 463 451
Fax: (42-2) 461 260

DENMARK
Océ Danmark A/S
Kornmarksvej 6
DK 2605 Broendby
Tel: (45-43) 63 00 22
Fax: (45-43) 43 06 22

FRANCE
Océ-France S.A.
32, avenue du Pavé Neuf
B.P. 2
93161 Noisy le Grand
Tel: (33-1) 45 92 50 00
Fax: (33-1) 43 05 12 15

GERMANY
Océ-Deutschland GmbH
Solinger Straße 5-7
45481 Mülheim a. d. Ruhr
Tel: (49-208) 48 45 0
Fax: (49-208) 460 167

HONG KONG
Océ (Hong Kong) Ltd.
No 1, Hysan Avenue
Causeway Bay, Hong Kong
Tel: (852) 577 60 64
Fax: (852) 577 89 57

HUNGARY
Océ Hungaria KFT
Karpat Ut 42
1133 Budapest
Tel: (36) 1 269 8836/8837
Fax: (36) 1 269 8835

ITALY
Océ Italia S.p.A.
Via Cassanese, 206
20090 Segrate, Milano
Tel: (39-2) 21 63 1
Fax: (39-2) 21 63 398

MALAYSIA
Océ Systems Sdn. Bhd.
15A, Jalan Universiti,
46200 Petaling Jaya,
Selangor Darul Ehsan,
Tel: (603) 7584088
Fax: (603) 7556125

NETHERLANDS
Océ Nederlandse
Verkoopmaatschappij B.V.
Brabantlaan, 2
5216 TV Den Bosch
Tel: (31-73) 68 15 815
Fax: (31-73) 61 20 685

NORWAY
Océ Norge A.S.
Gjerdrums vei 8
0486 Oslo 4
Tel: (47-22) 95 05 20
Fax: (47-22) 95 05 30

POLAND
Océ-Poland Ltd.
02-0232 Warszawa
ul. Lopuszanska 53
Tel: (48-22) 467429
Fax: (48-22) 467431

PORTUGAL
Océ-Lima Mayer S.A.
Av. Infante D. Henrique
Lote 309
1900 Lisboa
Tel: (351-1) 859 40 71
Fax: (351-1) 859 48 28

SINGAPORE
Océ (Singapore) Pte Ltd
1 Clementi Loop #01-01/02
Margateo Districentre
Clementi West Distripark
Singapore 129808
Tel: (65) 467 38 66
Fax: (65) 466 67 29

Océ (Far East) Pte Ltd
1 Clementi Loop #02-10
Margateo Districentre
Clementi West Distripark
Singapore 129808
Tel: (65) 467 30 22
Fax: (65) 466 74 26

SPAIN
Océ España S.A.
Poligono Mas Blau
c/Osona, 2
08820 Prat de Llobregat
Tel: (34-3) 484 48 00
Fax: (34-3) 484 48 28

SWEDEN
Océ Svenska A.S.
Isafjordsgatan 5
Box 1231
164 28 Kista
Tel: (46-8) 703 41 50
Fax: (46-8) 703 99 86

SWITZERLAND
Messerli
Sägereistrasse 29
P.O. box 114
8152 Glattbrugg ZH
Tel: (41-1) 829 11 11
Fax: (41-1) 829 13 48

TAIWAN
Océ Graphics (Taiwan) Ltd
No 99-24, Nan-Kang Road,
Sec 2
Taipei, Taiwan, R.O.C.
Tel: (886-2) 651 65 16
Fax: (886-2) 783 32 42

THAILAND
Océ (Thailand) Ltd
B.B. Building, 16th Floor
54 Asoke Road
Sukhumirt 21
Bangkok 10110
Tel: (662) 260 71 33
Fax: (662) 260 71 37

UNITED KINGDOM and IRELAND
Océ-Engineering Systems (UK) Ltd
300 Park Avenue
Aztec West, Almondsbury
Bristol, BS12 4RG
Tel: (44-1454) 61 77 77
Fax: (44-1454) 61 84 35

Océ (UK) Ltd
Langston Road
Loughton
Essex, IG 103SL
Tel: (44-181) 508 55 44
Fax: (44-181) 508 66 89

USA
Océ-Bruning Inc.
1800 Bruning Drive West
Itasca, IL 60143
Tel: (1-708) 351-29 00
Fax: (1-708) 351-75 49

AFRICA, MIDDLE-EAST, SOUTH AMERICA, EASTERN EUROPE
Océ-Nederland B.V.
Direct Export
P.O .Box 101
5900 MA
Venlo
The Netherlands
Tel: (31-77) 359 39 00
Fax: (31-77) 359 54 31

Index

A

Abort Scanning key 20
Accuracy 32
Addresses (Océ offices worldwide) 39
Adjusting the camera height 26
Alignment Chart 28
ANSI 21

C

Call Service indicator 20
Camera height (Adjusting) 27
Collection basket (Affixing) 13
Connectivity Kits 33
Control Panel
- Illustration 18
- Using 18

D

Delivery checklist 10
Document
- Inserting 20
- Widths 21

DOS (Connectivity kit) 33

F

Fuse changing 25

G

Gray Levels 32
Guide Plate Removing 24

H

HP workstation (Connectivity kit) 33
Humidity 14, 32

I

IBM RS/6000 workstation
- Connectivity kit 33

Indicators (Control panel) 18
Inserting a document 20
Insertion slot 21
Installing (Scanning software) 6
ISO 21

M

Maintenance 24
Media
- Minimum size 21
- Precautions 22
- Sizes 21
- Type 22

Media Width (Max and Min) 32

O

Océ offices 39

P

Paper Feed key 19
Paper Reverse key 19
Power
- Cable 15
- Fuse 25

Power On indicator 19
Power supply 14, 32

R

Resolution 32
Ruler 21

S

Scan Width 32
    Settings 21
Scan-in-Progress indicator 19
Scanner
    Cleaning 24
    Connecting to computer 6
    Dimensions 32
    Mounting 11
    Operating advice 14
    Specifications 32
    Switching on 15
Scanning
    Process 19
    Quality 22
Scanning area (Cleaning) 24
Scanning software
    Installing 6
SCSI board
    Installing 6
Silicon Graphics station (Connectivity kit) 33
Sun workstation (Connectivity kit) 33

T

Temperature 14, 32

W

Warm-Up 29
Warm-Up indicator 19
Weight 32
Windows (Connectivity kit) 33